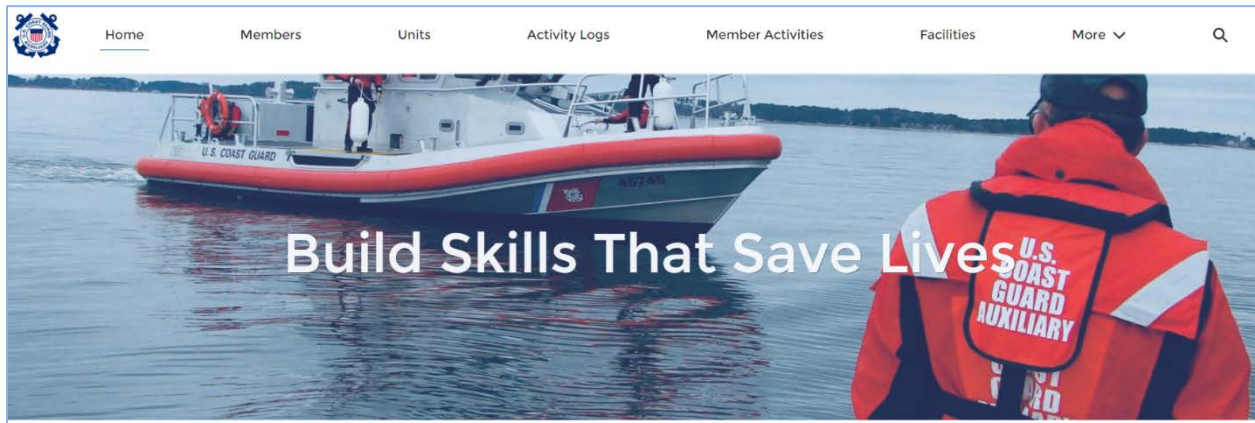**How to Enter Your "99" Activity in AUXDATA II**

Welcome to AUXDATA II. This system allows you to report your own "99" (Form 7029) Activity.

This document will walk you through the process of entering your own "99" activity into AUXDATA II. This is the time that is recorded on your 7029 form. We recommend that you continue to use the 7029 to record your hours, and at the end of the month (or at least quarterly), enter the *cumulative* totals for each mission code into AUXDATA II. Doing this will save you and your IS officer time.

Getting Started:

Before starting the entry, it is useful to understand the "99" mission codes and how to use them. These mission codes are used to record activity that is not otherwise reported under another mission code.

99A – Auxiliary Leadership - *Report all time spent by elected and appointed staff performing National, District, Division and Flotilla position duties. This includes all time spent for preparation and travel for these duties.*

- **A** is for **A**dministration. If you are an elected or appointed officer, at any level, this is the mission code you will used to report your time for performing the administrative duties your office requires. This will include activities such as:
  - Attending unit meetings.
    - If you are the Flotilla Commander, this would include attending your flotilla meetings and the Division Board meeting. However, if you attend a meeting for another flotilla or division, that would be recorded as 99E. Similarly, if you are a Flotilla Commander, attending the District or National Board meetings would not be recorded as 99A, but 99E. This is because as an FC, it is not a required part of your duties to attend the District or National meetings.
  - Making calls.

- ▪ Arranging activities - An example would be the FSO-PE (Flotilla Public Education Staff Officer) arranging the location and schedule for the flotilla PE courses.
  - o Sending emails.
  - o Preparation and travel time for your administrative tasks
- The only exception to this is for Marine Safety Officers, at any level, who will use mission 70K for all of their Marine Safety administrative time.

99B – Recreational Boating Safety (RBS) Support - *Report all time spent in RBS support that is not otherwise reported. This includes all time for travel in support of missions.*
- **B** is for **B**oating Safety. Use this mission code to capture your prep and travel time for any of the RBS missions, examples of these missions are:
  - o Public Education – setting up the classroom, greeting and registering students, preparing material for the students
  - o Public Affairs – setting up the booth and preparing material for the boat show or safety fair
  - o Vessel Exams – getting your material organized for a vessel safety check day
  - o Operations (surface, air or radio) – travel to the marina to go on a patrol
  - o Program Visits – getting your material organized for your Program Visits

99C – Marine Safety (MS) Support - *Report all time spent in MS Support that is not otherwise reported. This includes all time for travel in support of Marine Safety and Marine Environmental Protection.*
- **C** is for **C**onservation or **C**ontainers or **C**ommercial or **C**lean-up. This is the code to use in support of all things related to Marine Safety. If you are reporting time under the mission codes in the 70's and 80's, your prep and travel time for these missions would be reported here.

99D – Training Support - *Report all time spent in Training Support that is not otherwise reported. Any hours spent as a trainee should be reported. This includes all time for preparation, study, homework and travel regardless of the level of training.*
- **D** is for **D**edication to E**D**ucation or Stu**D**y. Use this mission code to report member training time. Examples of this mission are:
  - o Studying for a competency (Boat Crew, Instructor etc)
  - o Taking exams
  - o Attending workshops at D-Train
  - o An instructor preparing materials for a member training session
  - o Prep and travel time for training missions
- There are two exceptions for this. These exceptions are for members who are training for a Public Affairs or Marine Safety PQS (Personal Qualification Standard). Members who are training for these PQSs will report their time as 10G (PA) or 70U (MS/MEP).
  - o The key for these exceptions is understanding that this is <u>only</u> for those studying for the PQS. If you are attending a PA or MS session at your D-Train, this time would be 99D.

99E – Auxiliary Administrative/Logistical Support - *Report all time spent for Auxiliary and CG support missions not otherwise reported under any other mission code. Include all time working on committees or attending meetings (if you are not an elected or appointed staff officer). This includes all time for prep and travel.*

- **E** is for **E**verything Else. Examples of this mission code are:
  - A member that is not an elected or appointed staff officer attending the flotilla meeting.
  - Attending a unit meeting for a unit at which you have no official function. Such as an FC or FSO attending the District meeting.
  - Qualified CG Ombudsman, Financial Educator, AUP or Scout program Participants should note an Operations Code

Mileage/Cost
- Report only miles - not the cost of fuel.
- Report only non-reimbursed expenses such as:
  - Uniform costs
  - Uniform cleaning costs
  - Bridge or road tolls
  - Parking fees
  - Entrance fees
  - Cost of additional equipment required for a facility. For example, this is the equipment required above and beyond a Vessel Safety Check to make a vessel an Operational Facility.

Each mission code requires a separate Activity Log in AUXDATA II. So, if you are recording time in mission codes 99A, 99B and 99D, you will have three entries.

ACTIVITY LOGS GENERAL

If the mission you are reporting involves multiple members, only one person should be creating the Activity Log entry so there is no duplication of hours. Work out ahead of time who will record the activity.

The same data entry screens are used for all the mission codes associated with time and accomplishments. The forms that can be used to keep track of missions are 7029, 7030, 7038, 7039, 7046 and 7066.

There are six pages in the Activity Log record, but most entries will require use of only two:
- The **DETAIL** Screen - here you record "what, when and where"
- The **ADD MEMBER** Screen - here you record "who" did the mission.

SCREEN ICONS

AUXDATA II uses several Icons to help the user.

- ⓘ First and foremost is the Information Icon. Where this Icon appears, help text is provided to assist the user in providing the correct information for the field.

- ✏ Also important is the Pencil Icon. The user can edit a field by clicking on the Pencil Icon.

- ✱ The Red Asterisk is used to identify fields that must be completed. Failure to complete a required field will result in an error message when the user tries to save or submit the data.

- 📅 The calendar icon can be used to select a date.

ENTERING "99" DATA
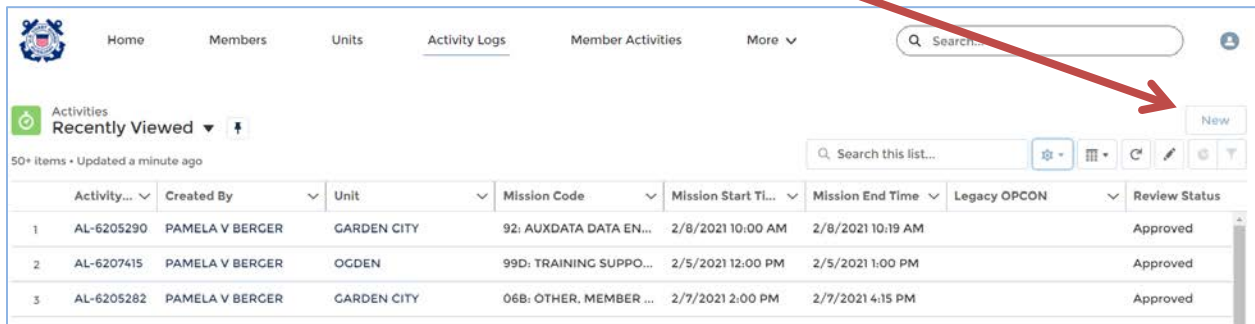
Begin with the "Home" Page

Step 1 - Logging into AUXDATA II will automatically take you to the "Home" page. On this page, click on "**Activity Logs**" at the top of the screen.
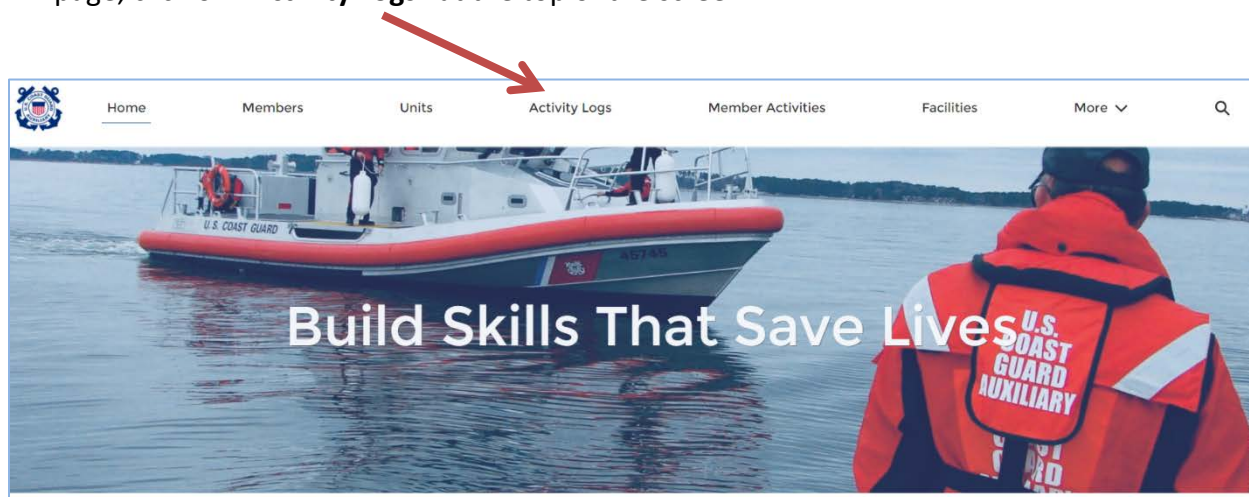
You will be taken to the "Recently Viewed" page for "Activity Logs". If this is your first visit to this screen, it will be blank. Over time it will populate with the Activity Logs you have entered or viewed.
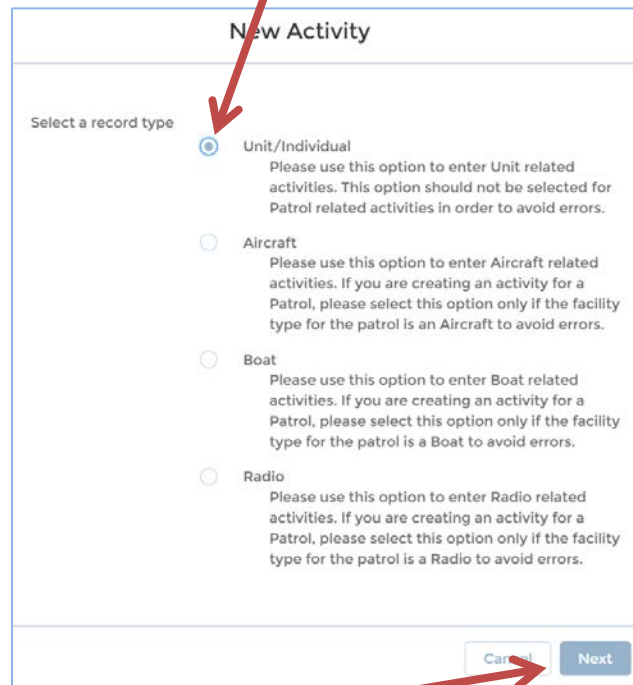
To create a new Activity Log, Click the **"New"** button.

Step 2 - In the "New Activity" screen, select **"Unit/Individual"** as the record type.

Step 3 - Click **"Next"**

Complete the information required in the "New Activity: Unit/Individual" screen

Step 4 - On the left side of the screen, leave the **"Unit"** field blank. This field will auto populate with your flotilla when you have finished entering the remaining fields.

Step 5 - Also on the left side of the screen, leave the "**OPCON**" field blank, this will auto populate.

Step 6 - Moving to the right side of the screen, leave the "**Review Status**" as "Open".

Step 7 - In the "**Operations Code**" field, use the pick list to select an Operations Code if appropriate. An example would be "AUXAUP" which would be used for Travel & Prep for AUP Activities. Most 99 missions will not have an operations code and this field can be left blank.

Step 8 - In the **"Mission Code"** field, use the pick list to select the correct mission code 99A-99E. Select the first "99" mission code you are reporting

Step 9 - Leave the **"Activity Code"** field blank. This will auto populate.
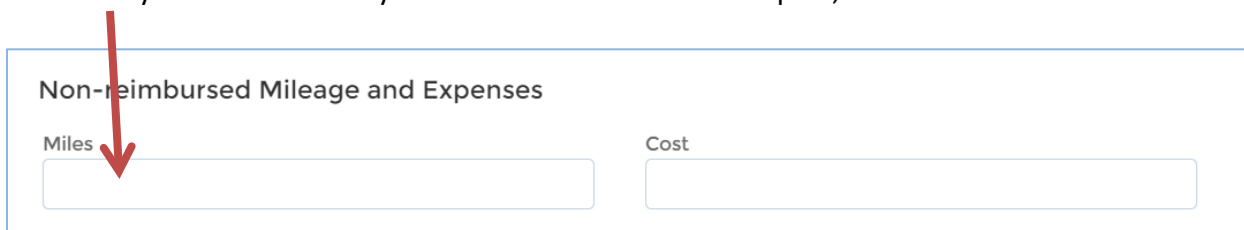
Step 10 - **"Mission Start Time"** Click on the Calendar icon to select the **Date** of the mission you are reporting. For "99" time, use the **FIRST** day of the month you are reporting for.

Step 11 - **"Time"** – Click in the "Time" field to select the **Start Time** of the mission. Leave this at the 12:00 default

Step 12 - **"Duration"** Enter the **Duration**, in hours, of the cumulative hours for the month for this mission code. Hover your mouse over the "information" icon to get tips on what to enter for fractions of an hour.

Step 13 - "**Summary of Activities**" Type in your **Last Name** followed by a brief **Description** of the activity. This field is helpful to you when you later want to find your activity on a list. It is also important for your IS officers to have this information when they are reviewing and approving the entry.

Step 14 - Scroll down in the "New Activity: Unit/Individual" screen until you see the "Non-reimbursed Mileage and Expenses" section. Type in the **"Miles"** and **"Cost"**. Enter this information, as a total, with the <u>first</u> "99" entry. There is no need to separate the mileage and cost by mission code. If you have no miles or cost to report, leave these fields blank.
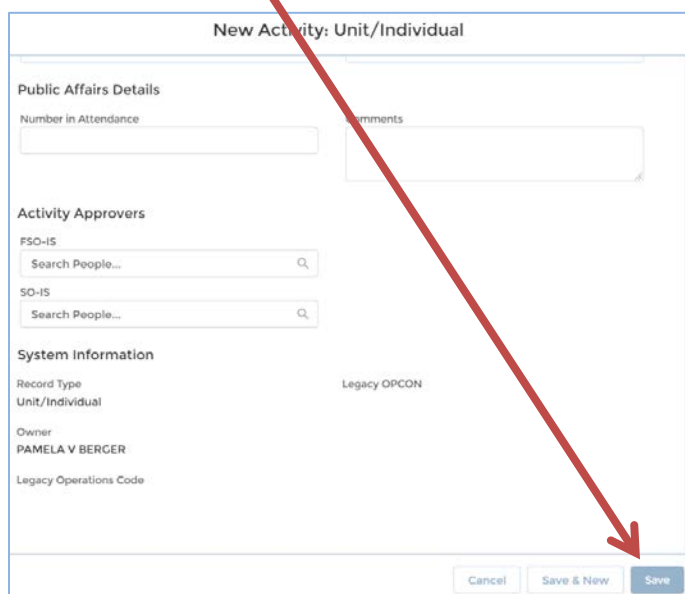

Enter this only once! If you record all your mileage and cost with the 99A mission code, these fields will be blank for other "99" entries for the month.

Step 15 - All other fields should be left blank. At the bottom of the "New Activity: Unit/Individual" screen, click **"Save".** Do not click "Save and New" even if you have another mission to add.
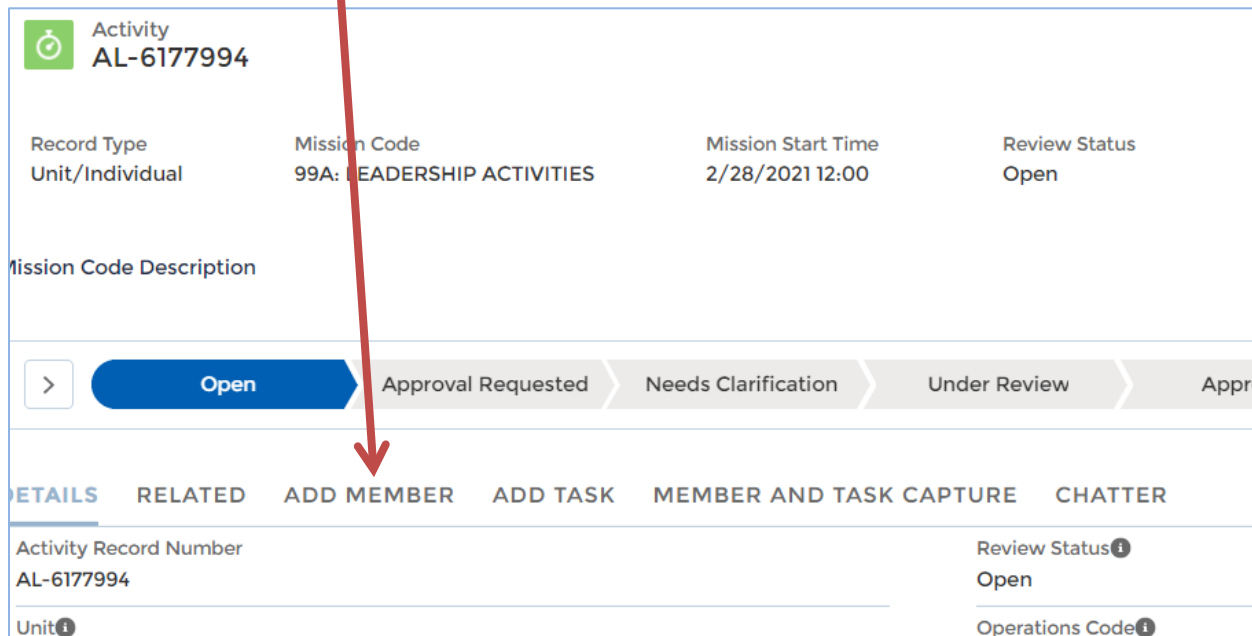
Details Screen

After clicking "Save" on the "New Activity: Unit/Individual" screen, you will be taken to the "Details" screen of the Activity Log. This screen will show the information you just entered and the information that was auto populated in the previous screen. Review this information to make sure it is correct.

At this point, you have told AUXDATA II the what, where and when of the mission. It is now time to enter the who, by entering your name and the names of the members who participated

in the mission. This will generally only be your name, but there are instances where multiple names can be reported, such as attendees of a workshop or flotilla meeting.

Click on **"Add Member"**
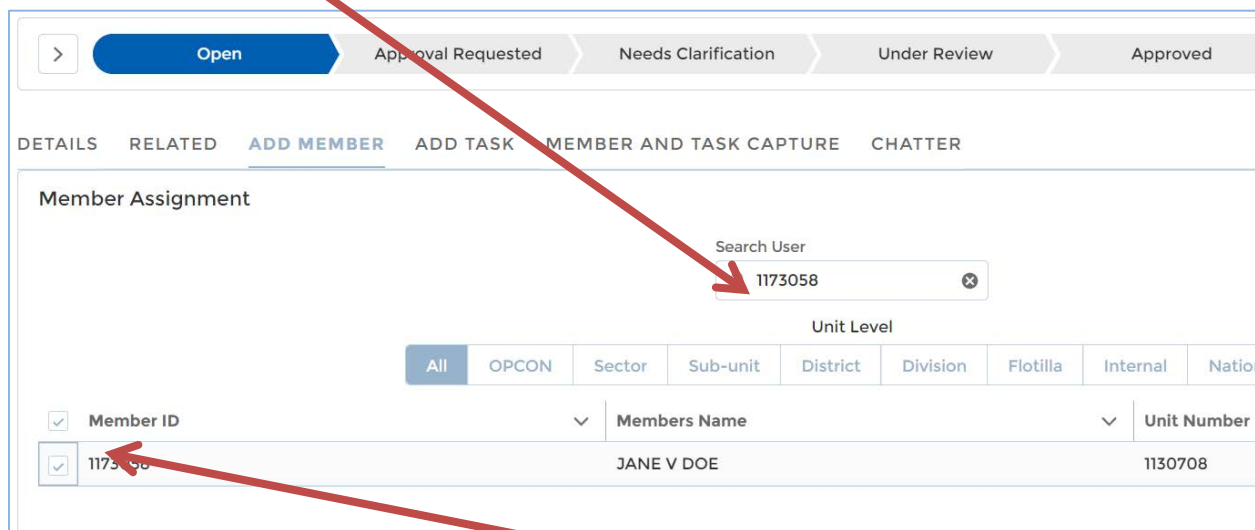
ADD MEMBER Screen

Step 16 - On the "Member Assignment" screen, type your **member number or name** in the "Search User" box.

Step 17 - When you see your name appear in the list below, **click the box** to the left of your name to place a check mark in the box.

Step 18 - Repeat steps 16 and 17 to add other members if applicable.

Step 19 - Click **"Add Members".**   This will copy all the names you selected from the top list to the bottom.

Step 20 - In the list you created in Step 19, use the pick list to change the position from None to **"Lead".** All members reporting 99 time are to use Lead as the position. There are no non-lead or trainees with the "99" mission codes.

Step 21 - Once this has been done for all members on the mission, click the green **"Update Activity Members"** button. You will see a green banner flash across the top saying "Save was Successful". If there are errors, you will see a red banner indicating the error. When you have completed the corrections click **"Update Activity Members"**.

Submit for Approval

Once all the information is entered and saved, it is time to review the entry and Submit it for Approval.

Step 22 - Click "**Details"** to return to the Details screen.

Step 23 - Review the information entered to ensure it is correct. If you need to edit any of the fields, click the "pencil" icon next to the field to activate it, then make any necessary corrections.

Step 24 - You are now ready to submit the Activity Log to your IS officer for review and approval. Click the "Pencil" icon on the right side of the **"Review Status"** field and use the pick list to select **"Approval Requested"**.

Step 25 - Click **"Save"** at the bottom of the screen to save the "Review Status" change, and any corrections you may have made.

You have now submitted your Activity Log for review and approval. If you have additional "99" activity to report, create a new Activity Log, by following the steps above. Your FSO-IS officer will receive an email notification indicating that an Activity Log is ready for review. If there are any questions on the Activity Log, your IS officer will contact you. If the Activity Log is correct, it will be approved.

You can track the status of your Activity Log several ways. First by looking at your "Member Record". Click on the "Member" object at the top of the screen. If your name appears in the list of Recently Viewed items, simply click on your name. If your name does not appear in the list, type your member number or name in the "Search Bar", on the top right of the screen, and press "Enter". In the results screen, click on your name to bring up your member record, then click on "Related". In the "Related" screen, click "View All" in the "Member Activities" box. The "Members Activities" screen will show all the Activity Logs and their status that are associated with your member record.

The second way to view the status of your Activity Log is to click on the "Activity Logs" object at the top of the screen. In the "Activity Log" Recently Viewed list, you can see the status of the Activity Log. Activity Logs that are approved will give you credit for your PA hours. You can open the Activity Log by clicking on the Activity Log Record Number (AL-XXXXXX) in the List.

See the "How to Access, View and Update Your Member Record" for more information on reviewing your record.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR IS OFFICER